



Permit Application

300 N. Flower Street Santa Ana, CA 92703

714.667.8888



County of Orange 714.667.7575

Today's Date:			Permi	t #:		
		TYPE OF I	PERMIT			
RESIDENTIAL (RS) SWIMMING POOL/SPA (SW MECHANICAL (ME) GRADING (GA/GB) RETAINING WALL (Separate attachment required		ittal) (RW)	☐ ELECTRI ☐ PLUMBI ☐ SIGN (SE ☐ Non-Stru	3), SOLAR (SL) B, ME Combo)	
]	PROJECT INFO	ORMATION			
Address of Project: Location of Site (Decimal Degrees):	Address Latitude	/ Longitud		Example:	33.687 Latitude	Zip / -117.786 Longitude
Owner Name:			Phone Numbe	er:		
Owner Address:	Address		City		7	Zip
Current Permits:						
Contractor:			License	e #:		
Address:			Phone Numb	oer:		
Agent/Contact Person *: Phone Number:	Fax:					
STRUCTURE SIZE:	/ Fotal	1st floo	/ or	2 nd floor	/	3 rd floor
GARAGE SIZE SQUARE FEET:			SITE ACREA			3 11001
ARCHITECT: Name	/	/ Lic#:	Street #	/ 	/ rea City	Phone Number
ENGINEER: Name	/	/ Lic#:	Street #	/	rea City /	Phone Number
SOILS ENGINEER:	/	/	G:	/	/	DI V
Nam	e	Lic#:	Street #	A	rea City	Phone Number

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STAFF USE ONLY						
OTC PLAN C	HECK 🗌 PLANNING APPLICA	ATION			<u>SETBACKS</u>	
ZONING:		FP 🗌 Coastal		ACTUAL:		REQ'D:
APN#:			FRONT			
LEGAL:			SIDE (R)			
			REAR			
	Appli	icable to Grading	Permits	ONLY		
ENGINEER GEOLOGIS		/		/	Area City	/
av.m	Name					
CUT: _		FILL:		I	EXPORT:	
CUBIC YARDAGE:						
	SITE ACREAGE:	WDID:			N	OI:
TOTA	AL SITE ACREAGE:	D	ISTURBED	SITE ACRE	EAGE:	
	CAL/OSHA RE	QUIREMENTS (CH	IECK APF	LICABLE	BOX)	
 □ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project. □ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet. 						
	Арр	olicable to Sign Po	ermits ON	NLY:		
TENANT/BUSINES	S NAME:					
OCCUPANCY PERMIT NUMBER:						
OCCUPANCI PERMIT NUMBER:						
SIGNAGE DETAIL: Wall Sign Freestanding Single Face Double Face Illuminated Non-Illuminated						
Height: Length: Sq Ft: Ground Clearance:						
ADDITIONAL INFORMATION:						
DECLARATION	•					
DECEMENTION	•					
I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.						
Pri	nt Name	Sign	nature			Date



Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by recording actual costs against a deposit for grading and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits. The FRP will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)	
As the □ Applicant □ Owner □ Contractor □ Other (specify)	, I designate the
Financially Responsible Party to be:	
Contact Person/Agent of this application to be:	<u>.</u>
☐ Applicant ☐ Owner ☐ Contractor ☐ Other	
Name	
Company / Business Name	_
Address	
City, State, Zip	
Phone #	
Email Address	
PRINT NAME SIGNATURE	DATE
County Use Only	urrent Application
Received by:	ADDG
Date: Role Updated in	APPS:



Building Permit and Plan Check Process for Solar Permits

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulation such as Energy Conservation Regulations, Green Building Standards, and Handicapped Accessibility Standards.

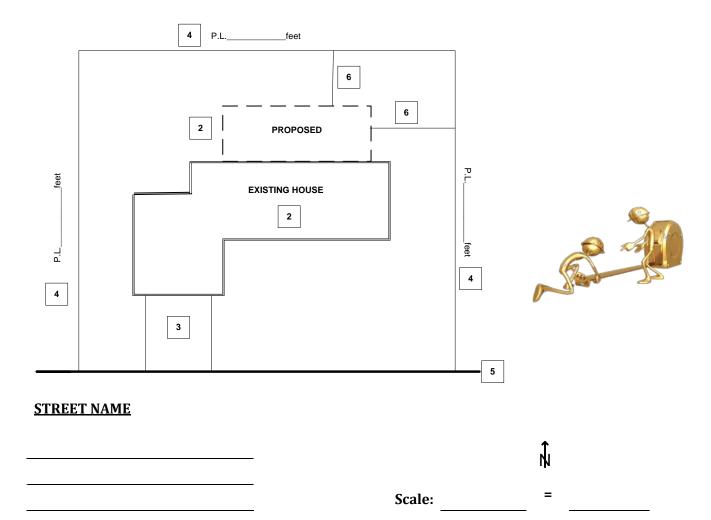
The plan check process for solar permits is summarized below to help you get acquainted with the building permit and plan check process:

bu	iding permit and plan check process:
1.	Applicant submits Building Permit Application at the Development Processing Center (DPC)
2.	Applicant submits 3 sets of plans which consists of the following: ☐ Site Plan ☐ Roof Plans (Showing location of solar panels) or foundation/framing plans for ground
	mounted systems Structural Details and Material Specifications
	Electrical Plans
	☐ Structural Calculations
3.	Generally, clearance from Orange County Fire Authority is required for all commercial applications.
4.	Applicant obtains Zoning clearance after submitting documentation of Homeowners Association approval to Planner prior to issuance.
5.	Applicant submits Over the Counter Plan Check Form completed and signed by the homeowner Generally, plan check will take place over the counter for all roof mounted residential solar permits. All others will be submitted and completed in 3 weeks or less.
6.	Applicant re-submits corrected plans for re-check.
7.	Typical 1st Plan Re-Check Corrections are completed in approximately 1 to 2 weeks.
8.	After plans are approved and all clearances are obtained, County will approve two (3) sets of plans. One (1) set for the job site and one (1) for office archive. One (1) additional set of plans is required for the Assessor's office.
	 □ Building permit issuance requires Workmen Compensation Insurance □ Building permit issuance required California licensed contractor ID □ Building permit issuance may be issued as Owner-Builder
9.	Applicant will call County Inspection Office to schedule inspection



Typical Plot Plan

County of Orange



- **1.** Project Location information (i.e. APN/ Tract and Lot).
- **2.** Building footprints and rooflines Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
- **3.** Access Including driveways, exiting and proposed.
- **4.** Property lines Include and label all building site dimensions and ownership boundaries.
- **5.** Ultimate street right-of-way lines Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
- **6.** Show setbacks from property lines.
- **7.** Easements Including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.)
- **8.** Fencing and Walls Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.



Over-the-Counter Plan Check

County of Orange

In order to provide our customers with optimal service, we offer expedited permit review and approval, when possible. Permits may be reviewed and issued "over-the-counter" in one day for certain types of projects; after, this allows clients to leave our office with an approved set of plans. However, this service is not always available for all clients because it necessitates that the submitted plans be complete and accurate. In order to complete review of plans in a timely manner, while the client waits, this process eliminates the permit research process normally associated with plan check and a permit will be issued if the planner and plan checker determine that all necessary zoning and other applicable code requirements are met. If an applicant is not positive that all work included on their plans and labeled as "existing" has been permitted or if their plans are incomplete, they will be asked to proceed with the traditional plan check process.

By initialing and signing below, and submitting plans for understand that I am affirming that:	r over-the-counter plan check I
All structures, buildings, and other work labeled with all applicable codes/laws at the time that they wer	9
The plans are completely accurate and include s structures from property lines and other structures) as	
If, at the time of inspection, or any time after this the plans is found to have been built without permits or approved plans the applicant assumes full responsibility compliance with all applicable laws and regulations. Iss in no way be deemed an approval of previously un-permit application (not a part of the work being permit)	built differently than shown on the y for bringing the property into uance of a permit over-the-counter shall mitted work that is not included in the
Permits in the name of:	
(Name of Company)	and/or (Property Owner)
Location of work:	
Owner or Authorized Agents Name and Signature:	
(Printed Name)	(Signed Name)
Date:	

Homeowners Association



County of Orange

Listed below are some of the major Homeowners Associations in unincorporated Orange County. Please note, applicant must submit documentation of Homeowners Association approval for all solar submittals.

Coto De Caza Specific Plan			
CZ Master Association	CZ Master Association: 3,474 Homes		
Keystone Pacific 29883 Santa Margarita Parkway, No. 600 Rancho Santa Margarita, CA 92688	Contact: Xochitl J. Yocham - President, Board of Directors Tel: (949) 833-2600 Fax: (949) 833-0919		
Los Ranchos Estates Attn: Rene Decker 16470 Bake Parkway Irvine, Ca 92618	Los Ranchos Estates: 75 Homes (tract 9507, 6970, 10066) Contact: Rene Decker – Power Stone Tel: (949) 716-3998 ext. 21 Email: rdecker@powerstonepm.com		
The Village Merit Property Management	The Village: 428 Homes Contact: Ms. Lean Broswell		
Attn: Ms. Lean Broswell 1 Polaris Way #100 Aliso Viejo CA. 92656	Tel: (949) 448-6000		

Emerald Bay	
Emerald Bay Community Association	Contact: Toni Schmidt - General Manager
600 Emerald Bay	Tel: (949) 494-8571
Laguna Beach, CA 92651	

Newport Coast	
Newport Coast (Master)	President: Philip Bettencourt
Merit Property Management	Tel: (949) 448-6076
1 Polaris Way 100	Fax: (949) 448-6400
Aliso Viejo, CA 92656	
	Contact: Joe Bolich
	Email: jbolich@meritpm.com
Newport Ridge (Master)	Contact: Lisa Barrett
Merit Property Management	Tel: (949) 448-6148
Attn: Lisa Barrett	Fax: (949) 448-6400
1 Polaris Way 100	Email: info@newportcoast.org
Aliso Viejo, CA 92656	
Dan Wampole, President	
27 Bridgeport Road	
Newport Coast, CA 92657	

Ladera Planned Community	
Ladera Ranch Civic Council	Contact: Eric Wersching – President
(LRCC)	Tel: (949) 584.3148
27702 Crown Valley Pkwy.	Email: ejw@rossllp.com
Suite D-4 #257	Website: www.LRCivicCouncil.org
Ladera Ranch, CA 92694	
For Maintenance Issues:	Contact: Jeff Blugrind - President

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Ladera Ranch Maintenance Committee	Email: jeff@blugrind.com
(LARMAC)	
1 Daisy Street North Ladera Ranch, CA 92694	Contact: Pat Barry - General Manager Tel: (949) 218-3448
	Email: PBarry@meritpm.com Website: www.laderalife.com
Covenant Hills Design Review Board Attn: Susan Lea 111 Corporate Drive, Suite 130 Ladera Ranch, CA 92694	Contact(s): Susan Lea or Kris Maher - Design Review Coordinator Tel: (949) 218-0672 Fax: (949) 481-9716
Property Management Company for Shopping Centers: Westar Associates 2925 Bristol Street Costa Mesa, CA 92626	Contact: Marilyn Russell Tel: (714) 241-0400 Fax: (714) 241-0132 Email: westar@WestarAssociates.com